

RECORDS RETENTION AND DISPOSITION SCHEDULE  
GENERAL SCHEDULE NO. 12  
CIRCUIT COURT RECORDS

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The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition conditions listed below:

APPROVED: \_\_\_\_\_

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**CONDITIONS FOR RECORDS RETENTION AND DISPOSITION**

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§ 42.1-76, et seq. of the *Code of Virginia* for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the *Certificate of Records Disposal* (Form RM-3). A signed RM-3 must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 must be sent to Library of Virginia (LVA).
4. Any records created prior to 1913 must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, audio-visual, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. All reformatting must be done in accordance with The Library of Virginia Guidelines for Electronic Records and Microfilm and with §§ 17VAC15-20-10, et seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.
9. Under the *Virginia Public Records Act*, (§ 42.1-79) the Library of Virginia is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. The Library may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.

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RECORDS SERIES AND DESCRIPTION

SERIES NUMBER

SCHEDULED RETENTION AND DISPOSITION

**NOTE:** Citations within the records series description in the left-hand column are to help identify series; citations within retention and disposition directions in the right-hand column indicate a *Code* mandate. For additional information on records series, refer to the *Code of Virginia*, *Virginia Circuit Court Manuals*, standards for circuit court records, and Supreme Court manuals for circuit court clerks.

**THE FOLLOWING CONDITIONS APPLY SPECIFICALLY TO CIRCUIT COURT RECORDS:** (1) Preservation of permanent records of the circuit court is the responsibility of the clerk; (2) The Library of Virginia strongly recommends that permanent records be retained on either alkaline paper or microfilm (*Code of Virginia*, §17.1-239, §17.1-240); (3) Microfilm created as a back-up and security copy of a permanent record must be verified to ensure information is reproduced fully and all standards for archival filming have been met (*Code*, §42.1-82(1) and §17.1-213 (E) and *Virginia Administrative Code*, §§17VAC 15-20-10, et. seq., "Standards for the Microfilming of Public Records for Archival Retention"; (4) Permanent records may be transferred to the Archives, Library of Virginia for storage; and (5) Clerks may consult the Archives, Library of Virginia, (804) 692-3600, for assistance in identifying cases that have historical, genealogical or sensational significance for permanent retention (*Code*, §42.1-77, §17.1-213(D)).

Administrative Records

This series documents the common functions and administration of various types of offices; records not otherwise listed on this schedule.

Refer to *General Records Retention and Disposition Schedule No. GS-19, Administrative Records* for retention guidelines.

Adoptions – Completed Files

This series documents the legal process in which a person's rights toward natural parents are terminated and similar rights and duties toward adoptive parents are substituted. Records consist of order book, docket and index, adoption case files and petitions.

010433

Retain permanently in original form or microfilm. Maintain security negative microfilm copy in Vital Records Vault, Library of Virginia (*Code of Virginia*, §63.1-235). Refer to No. 8 on schedule cover page.

Adoptions – Incomplete Files

This series documents an attempt to change a person's legal rights toward natural parents that is not completed. Records may consist of docket and index, adoption case files and petitions.

010434

Retain 10 years then destroy (*Code of Virginia*, §17.1-213 (B) (7)) in compliance with No. 8 on schedule cover page.

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<u>Affidavits, Affirmations</u> This series consists of affidavits and affirmations that are not part of a case file.		Refer to records series 010522 and 010523, "Oaths and Qualifications."
<b><i>Defunct Series</i></b> <u>Agricultural Chattel Deeds of Trust – Pre- 1913</u> This series consists of non-real property mortgages.	010435	Retain permanently.
<b><i>Defunct Series</i></b> <u>Agricultural Chattel Deeds of Trust – Post- 1912</u> This series consists of non-real property mortgages.	010436	Retain 20 years after lien expires then destroy ( <i>Code of Virginia</i> , § 8.01-241).
<u>Attorney's Fees Records</u> This series documents court-appointed attorneys' allowance list, time sheets, and billings to Supreme Court.	010437	Retain 3 years then destroy.
<u>Bank Statements</u> This series documents bank transactions of clerk or court, including deposits, withdrawals, and any other fees and credits to account.	010438	Retain 3 years after audit then destroy ( <i>Code of Virginia</i> , §17.1-211).
<b><i>Defunct Series</i></b> <u>Blood Test Cards</u> This series documents results of blood tests that once were required for marriage license applications.	010439	Destroy accumulations.
<u>Board of Supervisors Financial Records</u> This series documents financial transactions of board.	010441	Retain 5 years after audit then obtain governing body's authorization to destroy.

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<u>Bond Books – Post-1912</u> This series documents bonds taken of officers, executors, administrators, trustees, or other fiduciaries and all bonds of commissioners and receivers; all suspending, appeal, injunction, attachment, and cost bonds; all other bonds required to be recorded. Refer to <i>Code of Virginia</i> , §17.1-230.	010443	Retain permanently.
<b><i>Defunct Series</i></b> <u>Capitation Tax Books, Paid and Delinquent</u> This series documents poll tax imposed on individuals.	010444	Retain permanently.
<u>Cases, Civil – Habitual Offender</u> This series consists of cases pertaining to declarations of habitual offender status and full restoration of driving privileges.	010445	Retain 10 years then destroy ( <i>Code of Virginia</i> , §17.1-213 (B) (13)).
<u>Case Papers, Civil, District Court – Prior to Jan. 1, 1985</u> This series consists of district court cases concerning civil or private rights and remedies. May include warrants in debt and unlawful detainers. Refer to <i>Code of Virginia</i> , §16.1-116, 16.1-69.58.	010446	Retain 20 years after judgment; if there is no motion to extend, then destroy ( <i>Code of Virginia</i> , §16.1-118). Or, destroy if: (1) Retained for 1 year after order of dismissal. (2) Judgment is barred. (3) There is no service of warrant or motion or other process or summons on any defendant, and 1 year has elapsed from the date of such process or summons. (4) Ordered by the judge.
<u>Cases, Ended Chancery and Law – Pre-1913</u> This series consists of cases administered according to system of equity and/or common law procedure. Includes pleadings and orders.	010447	Retain permanently in hard copy form in locality or in Archives, Library of Virginia ( <i>Code of Virginia</i> , §17.1-213 (A)).



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<p><u>Cases, Ended Chancery and Law – Involving ownership of land</u> This series consists of cases administered according to system of equity and/or common law procedure. Includes pleadings and orders.</p>	010448	Retain permanently ( <i>Code of Virginia</i> , §17.1-213 (D)).
<p><u>Cases, Ended Chancery and Law – Post-1912 which have historical, genealogical or sensational significance</u> This series consists of cases administered according to system of equity and/or common law procedure. Includes pleadings and orders.</p>	010449	Retain permanently ( <i>Code of Virginia</i> , §17.1-213 (D)).
<p><u>Cases, Ended Chancery and Law – Other cases ended after 1912</u> This series consists of cases administered according to system of equity and/or common law procedure. Includes pleadings and orders.</p>	010450	After separating cases which have historical, genealogical, or sensational significance, destroy 20 years after court order date ( <i>Code of Virginia</i> , §17.1 - 213 (C)(1)).
<p><u>Cases, Ended Chancery and Law – Pre-1913 Voluntarily dismissed</u> This series consists of law and chancery matters that are voluntarily dismissed, including nonsuits, cases dismissed as settled and agreed, cases that are dismissed with or without prejudice, cases discontinued or dismissed under §8.01-335, and district court appeals dismissed under §16.1-113 prior to 1988.</p>	010451	Retain permanently in hard copy form ( <i>Code of Virginia</i> , §17.1-213 (A)).



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Cases, Ended Chancery and Law – Post-1912 Voluntarily dismissed</u> This series consists of law and chancery matters that are voluntarily dismissed, including nonsuits, cases dismissed as settled and agreed, cases that are dismissed with or without prejudice, cases discontinued or dismissed under §8.01-335, and district court appeals dismissed under §16.1-113 prior to 1988.</p>	010452	Retain 10 years then destroy ( <i>Code of Virginia</i> , §17.1 - 213 (B)(7)).
<p><u>Cases, Ended Criminal – Dismissed</u> This series consists of criminal cases which were dismissed by the judge, including those not a true bill, acquittals, and not guilty verdicts.</p>	010453	Retain 10 years after court order date then destroy ( <i>Code of Virginia</i> , §17.1-213 (C)(2)).
<p><u>Cases, Ended Criminal (Felony convictions) – Ended prior to 1913</u> This series consists of criminal cases involving infractions of law for crimes of a more serious nature than misdemeanors.</p>	010454	Retain permanently in hard copy form ( <i>Code of Virginia</i> , §17.1-213 (A)).
<p><u>Cases, Ended Criminal (Felony convictions) – Ended after 1912 which have historical, genealogical or sensational significance</u> This series consists of criminal cases involving infractions of law for crimes of a more serious nature than misdemeanors.</p>	010455	Retain permanently ( <i>Code of Virginia</i> , §17.1-213 (D)).
<p><u>Cases, Ended Criminal (Felony convictions) – Other cases post-1912</u> This series consists of criminal cases involving infractions of law for crimes of a more serious nature than misdemeanors.</p>	010456	After separating cases which have historical, genealogical, or sensational significance, destroy 20 years after sentencing date or when the sentence term ends, whichever comes later ( <i>Code of Virginia</i> , §17.1-213 (C)(3)).



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<u>Cases, Ended Criminal (Misdemeanors and Traffic Cases) – Ended pre-1913</u> This series consists of cases involving offenses generally punishable by fine, penalty, forfeiture, or imprisonment other than in a penitentiary.	010457	Retain permanently in hard copy form ( <i>Code of Virginia</i> , §17.1-213 (A)).
<u>Cases, Ended Criminal (Misdemeanors and Traffic Cases) – Ended after 1912 which have historical, genealogical or sensational significance</u> This series consists of cases involving offenses generally punishable by fine, penalty, forfeiture, or imprisonment other than in a penitentiary.	010458	Retain permanently ( <i>Code of Virginia</i> , §17.1-213 (D)).
<u>Cases, Ended Criminal (Misdemeanors and Traffic Cases) – Other Cases</u> This series consists of cases involving offenses generally punishable by fine, penalty, forfeiture, or imprisonment other than in a penitentiary. Includes cases commenced on a felony charge but concluded as a misdemeanor.	010459	After separating cases which have historical, genealogical, or sensational significance, destroy 10 years after court order date ( <i>Code of Virginia</i> , §17.1-213 (B)(8)).
<u>Cases, Ended Divorce – With Real Estate Transaction</u> This series consists of cases in which court has decreed a marriage dissolved and title to real estate was established, conveyed, or condemned by order or decree of court.	010460	Retain permanently ( <i>Code of Virginia</i> , §17.1-213 (D)).
<u>Cases, Ended Divorce – Without Real Estate Transaction</u> This series consists of cases in which court has decreed a marriage dissolved and no title to real estate was established, conveyed, or condemned by order or decree of court.	010461	After separating cases which have historical, genealogical, or sensational significance, destroy 20 years after court order date ( <i>Code of Virginia</i> , § 17.1-213 (C)(1)).
<u>Cases, Nolle Prosequi – Pre-1913</u> This series consists of cases which were not prosecuted or were voluntarily withdrawn from prosecution.	010462	Retain permanently.

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<u>Cases, Nolle Prosequi – Post-1912</u> This series consists of cases which were not prosecuted or were voluntarily withdrawn from prosecution.	010463	Retain 10 years then destroy ( <i>Code of Virginia</i> , §17.1-213 (B)(6)).
<b><i>Defunct Series</i></b> <u>Charter Books</u> This series documents issuance of a charter granting permission to operate and transact business. State Corporation Commission now maintains books.	010464	Retain permanently.
<u>Checks, Canceled</u> This series documents financial transactions of clerk and court paid by check and processed by bank.	010465	Retain 3 years after audit then destroy ( <i>Code of Virginia</i> , §17.1-211).
<u>Citizen Petitions – Change Form of Government</u> This series consists of petitions filed by citizens of locality with circuit court requesting referendum on adopting a new form of government. Refer to <i>Code of Virginia</i> , §15.2-301.	010466	Retain permanently.
<u>Commissioner of Accounts Records – Pre-1913</u> This series documents matters relating to settlement of estates, including fiduciary's vouchers, inventories, appraisements, original accounts of sales, vouchers, lists of sales and settlements of accounts that are recorded in the Will Book or Fiduciary Account Book, per responsibilities of Commissioner of Accounts ( <i>Code of Virginia</i> , §17.1-231).	010467	Retain permanently.



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Commissioner of Accounts Records – Post-1912</u> This series documents matters relating to settlement of estates, including fiduciary's vouchers, inventories, appraisements, original accounts of sales, vouchers, lists of sales and settlements of accounts that are recorded in the Will Book or Fiduciary Account Book, per responsibilities of Commissioner of Accounts ( <i>Code of Virginia</i> , § 17.1-231).	010468	Return originals to fiduciary or other filing party, if requested or determined by commissioner. Retain 3 years after final settlement and appropriate recordations have been made then destroy in compliance with <i>Code of Virginia</i> , § 26-37.
<u>Concealed Handgun Permit Applications</u> This series consists of applications by individuals requesting permission to carry a concealed handgun.	010469	Retain 10 years after application is approved or denied then destroy ( <i>Code of Virginia</i> , §17.1-213 (B)(2)).
<b>Defunct Series</b> <u>Conditional Sales Contracts</u>	010470	Retain 10 years then destroy ( <i>Code of Virginia</i> , §17.1-213 (B)(1)).
<u>Conservator of the Peace (Special) Petitions</u> This series consists of applications by individuals petitioning the court for appointment to police certain locations. Contains original petition and summary report of background investigation. Police department maintains original investigation file. Appointments are granted by the court ( <i>Code of Virginia</i> , §19.2-13) and entered into Order Book.	010471	Retain 10 years after appointment is no longer active, or after all cases involving appointee have been adjudicated, whichever is longer; then destroy ( <i>Code of Virginia</i> , §17.1-213 (B)(12)).
<b>Defunct Series</b> <u>Convicts, Register of</u> This series consists of listings of convicts residing in jail.	010472	Retain permanently.
<b>Defunct Series</b> <u>Coroner's and Inquest Papers</u> This series documents activities of coroner and inquests conducted.	010473	Retain permanently.

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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Court Reporter Records – Civil Cases</u> This series consists of original shorthand notes or other original records filed with circuit court clerk, such as audio tapes, stenographer notes, videotapes, shorthand notes.	010474	Retain 5 years after close of case then destroy ( <i>Code of Virginia</i> , §17.1-128).
<u>Court Reporter Records – Felony Cases, Appealed</u> This series consists of original shorthand notes or other original records filed with circuit court clerk, such as audio tapes, stenographer notes, videotapes, shorthand notes.	010475	Retain 5 years after an appeal is taken and transcript prepared then destroy ( <i>Code of Virginia</i> , §19.2-165).
<u>Court Reporter Records – Felony Cases, Not Appealed</u> This series consists of original shorthand notes or other original records filed with circuit court clerk, such as audio tapes, stenographer notes, videotapes, shorthand notes.	010476	Retain 10 years if no appeal, then destroy ( <i>Code of Virginia</i> , §19.2-165).
<u>Deed Books</u> Documents conveyance of realty and personal property; official index of such transactions. Includes deeds, deeds of trust, deeds of release, certificates of satisfaction, assignments and other recordations per <i>Code of Virginia</i> , §17.1-227, §17.1-229.	010477	Retain permanently. After deeds and certificates are entered in Deed Book, item may be returned to party entitled to claim ( <i>Code of Virginia</i> , §17.1-223).
<u>Deeds Not Returned – Pre 1913</u> This series consists of original instruments of deeds of trust, certificates of satisfaction, and assignments that are not returned to party entitled to claim. Refer to <i>Code of Virginia</i> , §17.1-223.	010478	Retain permanently.
<u>Deeds Not Returned – Post 1912</u> This series consists of original instruments of deeds of trust, certificates of satisfaction, and assignments that are not returned to party entitled to claim. Refer to <i>Code of Virginia</i> , §17.1-223.	006224	Retain 1 year after recording then destroy.

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## RECORDS SERIES AND DESCRIPTION

## SERIES NUMBER

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Deeds, Unrecorded

Refer to records series 012045, "Writings Partially Proved."

Dockets

010479

Retain as long as administratively necessary then destroy.

This series documents schedule of proceedings of court.

Election Records – Prior to 1913

010480

Retain permanently.

This series documents citizen participation in elections through ballots, poll books, voter lists and other items.

Election Records – After 1912

This series documents activities involved with electing individuals to public office. Includes absentee ballot applications, ballots, envelopes, and voter lists; challenged vote ballots, counted ballots, and unused ballots; poll books, statements of economic interest, statement of results, voting equipment keys, voting equipment printouts. Refer also to records series 012038 and 012039, "Voters, Lists of."

Refer to *General Records Retention and Disposition Schedule No. 1, Election Records* for retention guidelines.Electronic Records

This series consists of created or stored information held in any electronic format; records not otherwise listed on this schedule.

Refer to *General Records Retention and Disposition Schedule No. GS-23, Electronic Records* for retention guidelines.Estate Records

This series documents all assets, and both real and personal liabilities of decedent.

Refer to records series 010467 and 010468, "Commissioner of Accounts Records."

**Defunct Series**Estray Books and Certificates

010481

Retain permanently.

This series documents loose, wandering animals whose owners are unknown; also boats or vessels adrift. Refer to *Code of Virginia*, §55-202.

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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Executions (<i>feri facias</i>) – Pre-1913 Successfully Served</u> This series consists of judicial writ directing sheriff to satisfy judgment from debtor's property.	010482	Retain permanently.
<u>Executions (<i>feri facias</i>) – Post-1913 Successfully served</u> This series consists of judicial writ directing sheriff to satisfy judgment from debtor's property.	010483	Retain 10 years then destroy ( <i>Code of Virginia</i> , §17.1-213 (B)(11)).
<u>Executions (<i>feri facias</i>) – Pre-1913 Unable to Serve</u> This series consists of judicial writ directing sheriff to satisfy judgment from debtor's property.	010484	Retain permanently.
<u>Executions (<i>feri facias</i>) – Post-1912 Unable to Serve</u> This series consists of judicial writ directing sheriff to satisfy judgment from debtor's property.	010485	Retain 2 years after date of return then destroy ( <i>Code of Virginia</i> , §8.01-484).
<u>Exhibits</u> This series consists of materials introduced as evidence in court case and are made a part of case records.		Retain in accordance with appropriate case file retention period or statute, case law, or decision governing evidence and forfeiture.
<u>Expungements</u> This series consists of case records that court has ordered obliterated or expunged so as to remove all reference to their existence. Refer to <i>Code of Virginia</i> , §19.2-392.2.	010486	Destroy originals and copies upon receipt of court order.
<b><i>Defunct Series</i></b> <u>Federal Farm Loan Mortgage Book</u> This series consists of recorded mortgages executed to secure payment of loans under Federal Farm Loan Act (enacted 1916).	010487	Retain permanently ( <i>Code of Virginia</i> , §17.1-235).

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## RECORDS SERIES AND DESCRIPTION

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***Defunct Series***Fee Books – Prior to 1913

This series documents fees paid to clerks and sheriffs for certain services.

010488

Retain permanently.

***Defunct Series***Fee Books – After 1912

This series documents fees paid to clerks and sheriffs for certain services.

010489

Retain 3 years after audit then destroy (*Code of Virginia*, §§14.1-136 through 14.1-139).

Fiduciaries, Annual Statements of

Refer to records series 010467 and 010468, "Commissioner of Accounts Records."

Fiduciary Matters, Papers, Account Books

This series documents activities of individual serving as trustee on behalf of another. Also known as "record of fiduciaries."

Refer to records series 010467 and 010468, "Commissioner of Accounts Records" (*Code of Virginia*, §26.9).

Finance Board Record Book

This series documents actions of board. Refer to *Code of Virginia*, §58.1-3152.

010490

Retain permanently.

Financial Statements to Compensation Board

This series documents statement of fees, allowances, commissions, salaries, and other compensations of office. Refer to *Code of Virginia*, §17.1-283.

010491

Retain 3 years then destroy.

Financing and Continuation Statements (Uniform Commercial Code)

This series documents secured transactions involving businesses.

010492

Retain 5 years after filing of financing statement or most recent continuation statement, then destroy unless litigation is threatened or pending and a written notice has been filed with the court (*Code of Virginia*, §8.9-403 (7)).

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<u>FMS and CAIS Financial Records – Daily Reports Including Receipt Register and From Last Workday of Month</u> This series documents transactions on automated accounting systems. Includes Daily Receipt Register (BR02) and all daily reports from last workday of month. Supreme Court of Virginia maintains master copy of these records.	010493	Retain until audited and audit report is received then destroy.
<u>FMS and CAIS Financial Records – Other Daily Reports</u> This series documents transactions on automated accounting systems. Includes other daily reports, including PCR reports and PCR receipt copies. Supreme Court of Virginia maintains master copy of these records.	010494	Destroy after performing a monthly closing on the FMS. This closing includes reconciliation of bank statement and resolution of all accounting problems.
<u>FMS and CAIS Financial Records – Other Types of Reports</u> This series documents transactions on automated accounting systems. Includes monthly, quarterly and yearly reports, and other computer generated reports. Supreme Court of Virginia maintains master copy of these records.	010495	Retain until audited and audit report is received then destroy.
<u>Fiscal Records</u> This series documents the expenditure of funds, accounting for funds, routine purchases, and other activities of an accounting or financial nature; records not otherwise listed on this schedule. Refer to records series 010438, "Bank Statements," 010465, "Canceled Checks," and 012033, "Receipt Books" ( <i>Code of Virginia</i> , §17.1-211).		Refer to <i>General Records Retention and Disposition Schedule No. GS-2, Fiscal Records</i> for retention guidelines.
<u>Garnishments</u> This series documents collection by execution against a third party defendant to obtain satisfaction of indebtedness.	010496	Retain 10 years after conclusion then destroy ( <i>Code</i> , §17.1-213 (B)(10)).

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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Guardian or Conservator Papers</u> This series documents activities of persons charged with duty of taking care of individuals and their property and rights.		Refer to records series 010467 and 010468, "Commissioner of Accounts Records."
<u>Habeas Corpus, Writ of</u> This series consists of common-law writs issued to bring a party before a court or judge. Refer to <i>Code of Virginia</i> , §8.01-654 - 667.	012046	Retain 20 years after completion of sentence then destroy.
<u>Heirs, Lists of</u> This series consists of names of those eligible to inherit real and personal property from an estate. Lists are recorded in Will Book.	010497	Record in Will Book. Retain permanently ( <i>Code of Virginia</i> , §64.1-134).
<b><i>Defunct Series</i></b> <u>Incorporation, Certificate of</u> This series documents the act of creating and registering a corporation with state government; information was recorded in Charter Book.	010498	Retain permanently.
<u>Indexes to Permanent Records</u> This series consists of books containing references, alphabetically or chronologically arranged, to the contents of a series or collection of documents or volumes.	010499	Retain permanently ( <i>Code of Virginia</i> , §§17.1-249, 239, 223).
<u>Indexes to Nonpermanent Records</u> This series consists of books containing references, alphabetically or chronologically arranged, to the contents of a series or collection of documents or volumes.	010500	Destroy indexes to nonpermanent records when those records are destroyed.

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RECORDS SERIES AND DESCRIPTION

SERIES NUMBER

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***Defunct Series***Insanity and Commitment Records

This series documents individuals who were declared insane and/or committed to an institution due to mental illness. Includes involuntary commitments and former confidential book "Record Book of Mentally-Ill, Epileptic, Inebriate and Mentally Deficient Persons" (series ended 1968).

010501

Retain permanently.

Inventory and Appraisal and Account of Sales

This series documents articles of property and other assets, with descriptions and values; documents sales of such articles.

Refer to records series 010467 and 010468, "Commissioner of Accounts Records."

Judgments, Abstracts or Originals – Pre-1913

This series documents the process and determination of the court in resolving a dispute. Includes abstracts, originals and judgment docket book. Refer to *Code of Virginia*, §17.1-232.

010502

Retain permanently.

Judgments, Abstracts or Originals – Post-1912

This series documents the process and determination of the court in resolving a dispute. Includes abstracts, originals and judgment docket book. Refer to *Code of Virginia*, §17.1-232.

010503

Retain 20 years then destroy (*Code of Virginia*, §8.01-251(A)); §8.01-446).

Jurors, Lists of

This series documents individuals deemed eligible, based on locality jury commissioners' determinations, to serve on a jury. Includes juror qualification questionnaires. Refer to *Code of Virginia*, §8.01-345.

010504

Retain 3 years after submission then destroy.

***Defunct Series***Juvenile and Domestic Relations Papers

This series documents juvenile and domestic relations district court proceedings.

010505

Retain in accordance with *Code of Virginia*, §16.1-69.55(c)(2)(3) and §16.1-306.1.



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<u>Land Tax Books</u> This series documents the taxes charged by a locality for land in its jurisdiction, ownership of the property, and payment of the taxes.	010506	Retain permanently ( <i>Code of Virginia</i> , §58.1-3310). Microfilm books in accordance with Library of Virginia standards; send 1 copy of microfilm to LVA for security storage and 1 copy to Archives, LVA. Books dated after 1900 that have been microfilmed may be destroyed.
<u>Licenses, Hunting, Fishing and Trapping</u> This series documents payment of fees by individuals to Department of Game and Inland Fisheries for permission to hunt, fish, or trap.	010507	Retain 3 years after audit then destroy.
<u>Liens, Suits to Enforce – Pre-1913</u> This series documents claims, encumbrances, or charges on property for payment of debt, obligation, or duty. Includes mechanics' liens. Recorded in Deed Book and indexed, unless otherwise specified in <i>Code of Virginia</i> , §17.1-229.	010508	Retain permanently.
<u>Liens, Suits to Enforce – Post-1912</u> This series documents claims, encumbrances, or charges on property for payment of debt, obligation, or duty. Includes mechanics' liens. Recorded in Deed Book and indexed, unless otherwise specified in <i>Code of Virginia</i> , §17.1-229.	010509	Retain 10 years after conclusion then destroy ( <i>Code of Virginia</i> , §17.1-213 (B)(9)).
<b><u>Defunct Series</u></b> <u>Lien Book, Miscellaneous</u> This series consists of liens or encumbrances ordered by court on individual or property. Refer to <i>Code of Virginia</i> , §17.1-229; §43-42.	010510	Retain permanently.
<u>Maps</u>		Refer to records series 010531, "Plats, Plat Books and Maps."

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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Marriage Applications, Licenses and Register</u> This series documents couples who apply to court indicating intent to marry. Includes applications completed by individuals, licenses (refer to <i>Code of Virginia</i> , §20-20; §32.1-67), and register (refer to <i>Code</i> §17.1-233).	010511	Retain permanently.
<b><i>Defunct Series</i></b> <u>Medical Register</u> This series documents physicians and dentists practicing within the locality.	010512	Retain permanently.
<u>Memorandum of Facts on Decedents</u>		Refer to records series 010467 and 010468, "Commissioner of Accounts Records."
<u>Military Induction and Discharge Records</u> This series documents residents who were members of the military forces of the U.S. Includes discharge information and memorial records and books, and Department of Defense document DD-214. Refer to <i>Code of Virginia</i> , §§17.1-261 - 265.	010513	Retain permanently.
<u>Minister Appointments – Pre-1913</u> This series documents appointments to perform marriage ceremonies within a jurisdiction.	010514	Retain permanently.
<u>Minister Appointments – Post-1912</u> This series documents appointments to perform marriage ceremonies within a jurisdiction.	010515	Retain 10 years then destroy ( <i>Code of Virginia</i> , §17.1-213 (B)(3)).



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<u>Minutes, Board of Supervisors</u> This series consists of official minutes of Board of Supervisors; includes index.	010516	Retain permanently. Refer to records series 010440, "Board of Supervisors Meeting Records." Refer also to <i>General Records Retention and Disposition Schedule No. 4, County, City and Town Administration Records</i> .
<u>Minute Books, Court</u> This series documents rough draft of Order Book.	010517	Retain permanently.
<u>Misdemeanor and Traffic Infractions, Appealed</u> This series consists of misdemeanor charges that commenced as a felony but concluded as a misdemeanor.	010518	Retain 10 years then destroy ( <i>Code of Virginia</i> , §§16.1-69.55 and 17.1-213 (B)(8)).
<u>Moneys Deposited by Order of Court</u> This series serves as court funds ledger.		Refer to records series 010467 and 010468, "Commissioner of Accounts Records."
<u>Name, Changes of – Pre-1913</u> This series documents a court's decree allowing individual to change name. Includes resumption of maiden name ( <i>Code of Virginia</i> , §8.01-217).	010519	Retain permanently.
<u>Name, Changes of – Post-1912</u> This series documents a court's decree allowing individual to change name. Includes resumption of maiden name ( <i>Code of Virginia</i> , §8.01-217).	010520	Retain ended case papers 10 years then destroy ( <i>Code of Virginia</i> , §17.1-213 (B)(5)).
<u>Negro, Free and Slave Records</u> This series documents Negroes who had their freedom; certificates and registers maintained of free Negroes.	010521	Retain permanently.
<u>Notaries, Appointments</u>		Refer to records series 010522 and 010523, "Oaths and Qualifications."

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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Oaths and Qualifications – Pre-1913</u> This series consists of affidavits, pledges, attestations by individuals binding them to perform a particular act; includes affirmations and notary appointments. Original oaths of office required of public officials under Article II, §7, <i>Constitution of Virginia</i> . Transferred to court by Board of Supervisors per §49.8 of <i>Code of Virginia</i> . Recorded in Order Book.	010522	Retain permanently.
<u>Oaths and Qualifications – Post-1912</u> This series consists of affidavits, pledges, attestations by individuals binding them to perform a particular act; includes affirmations and notary appointments. Original oaths of office required of public officials under Article II, §7, <i>Constitution of Virginia</i> . Transferred to court by Board of Supervisors per <i>Code of Virginia</i> , §49.8. Recorded in Order Book.	010523	Retain 10 years then destroy ( <i>Code</i> , §17.1-213 (B)(12)).
<u>Order Books</u> This series documents the court's proceedings, orders, judgments, decrees, appointments, and qualifications in civil and criminal common-law and chancery matters. Includes clerk's order book. Refer to <i>Code of Virginia</i> , §17.1-124.	010524	Retain permanently.
<u>Order Book, Juvenile</u> This series documents court proceedings and actions involving juvenile cases. Refer to <i>Code of Virginia</i> , §16.1-302.	010525	Retain permanently.
<u>Order Book, Trust Fund</u> This series consists of reports, orders, and decrees concerning money received by the General Receiver or under control of the clerk. Refer to <i>Code of Virginia</i> , §17.1-125.	010526	Retain permanently.

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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Partnership Certificates and Fictitious Name Certificates</u> This series consists of certificates filed with clerk by persons, partnerships, limited liability companies, or corporations who wish to conduct business under an assumed or fictitious name. Refer to <i>Code of Virginia</i> , §59.1-69, 74.	010527	Retain permanently.
<b><i>Defunct Series</i></b> <u>Personal Property Tax Books</u> This series documents taxable personal property owned and amount of taxes charged and due to locality.	010528	Destroy accumulation. Refer to No. 4 on schedule cover page.
<u>Personnel Records</u> This series documents the management of staff and administration of benefits to staff; records not otherwise listed on this schedule.		Refer to <i>General Records Retention and Disposition Schedule No. GS-3, Personnel Records</i> for retention guidelines.
<u>Petitions for Appointment of Trustee – Pre-1913</u> This series documents testamentary trustee through will petitions, inter vivos trusts, construction trusts, and church trustees holding title to real estate.	010529	Retain permanently.
<u>Petitions for Appointment of Trustee – Post-1912</u> This series documents testamentary trustee through will petitions, inter vivos trusts, construction trusts, and church trustees holding title to real estate. Does not include those papers that are part of a will.	010530	Retain case papers 10 years after conclusion then destroy ( <i>Code of Virginia</i> , §17.1-213 (B)(4)).
<u>Plats, Plat Books and Maps</u> This series documents specific land and topographic areas showing locations and boundaries of real estate. May be cross-referenced in Deed Book. Refer also to records series 010532, "Plats and Plat Books, State Highway." Refer to <i>Code of Virginia</i> , §17.1-236.	010531	Retain permanently.



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Plats and Plat Books, State Highway</u> This series documents the layout and composition of an area of land showing location and boundaries of land parcels compiled by the Virginia Department of Transportation (§17.1-238). Refer to <i>Code of Virginia</i> , §17.1-236.	010532	Retain permanently.
<u>Power of Attorney</u> This series documents authorization for a person to act as one's agent or attorney. Refer to <i>Code of Virginia</i> , §55-107.	010533	Return to attorney after recordation in Deed Book.
<u>Probate Tax Returns/Memorandums</u>		Refer to records series 010467 and 010468, "Commissioner of Accounts Records."
<u>Process Books</u> This series documents issuance of summons, services, and complaints. Refer to <i>Code of Virginia</i> , §17.1-215.	012031	Destroy 1 year after last entry in book.
<u>Qualifications, Certificate of Clerk</u> This series consists of miscellaneous oaths and qualifications sworn and certified by circuit court clerk, e.g., fiduciary qualifications. Refer also to records series 010522 and 010523, "Oaths and Qualifications."	012032	Record in Order Book. Retain 10 years then destroy ( <i>Code of Virginia</i> , § 17.1-213 (B)(12)).
<u>Receipt Books</u> This series documents the receipt of funds in a clerk's office or court.	012033	Retain 3 years after audit then destroy ( <i>Code of Virginia</i> , §17.1-211).
<u>Recorder/Reporter Notes</u> This series documents proceedings of court, as captured by an official court reporter.		Refer to records series 010474, 010475 and 010476, "Court Reporter Records."

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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Search Warrants and Affidavits for Search Warrants – Related to case on file in clerk's office</u> This series consists of a written order authorizing a search for and seizure of any property that constitutes evidence sought.		Retain until applicable case is destroyed.
<u>Search Warrants and Affidavits for Search Warrants – Other search warrants and affidavits</u> This series consists of a written order authorizing a search for and seizure of any property that constitutes evidence sought.	012034	Retain 10 years then destroy.
<u>Search Warrants and Affidavits for Search Warrants – Un-executed</u> This series consists of a written order authorizing a search for and seizure of any property that constitutes evidence sought. Includes affidavits for un-executed search warrants.	012035	Retain 10 years after issuance then destroy. May be microfilmed in accordance with Library of Virginia standards ( <i>Code of Virginia</i> , §17.1-213 (E)).
<b><i>Defunct Series</i></b> <u>Taxes, Real Estate, Delinquent</u>	012036	Retain until certified that records are no longer needed by Auditor of Public Accounts then destroy.
<u>Termination Statements (Uniform Commercial Code)</u> This series documents secured transactions involving businesses.	012037	Retain 5 years after termination then destroy ( <i>Code of Virginia</i> , §8.9-404(4)).
<u>Transcripts</u> This series documents record of a trial, hearing, or other proceeding certified by report or other individual designated to report and record the trial and is prima facie a correct statement of evidence and incidents of the trial. Includes audio or visual recordings. Refer to <i>Code of Virginia</i> , §§17.1-128; 16.1-276.1; 19.2-165.		Refer to records series pertaining to type of ended case.



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<u>Trustee Affidavits</u> Refer to <i>Code of Virginia</i> , §55-167.		Refer to records series 010467 and 010468, "Commissioner of Accounts Records."
<u>Video and Audio Tapes of Court Proceedings</u>		Refer to records series pertaining to type of ended case. Refer to "Transcripts."
<b><i>Defunct Series</i></b> <u>Voters, List of Colored</u>	012038	Retain permanently.
<b><i>Defunct Series</i></b> <u>Voters, List of White</u>	012039	Retain permanently.
<u>Vouchers, Fiduciaries</u> This series consists of expense vouchers submitted by court-appointed fiduciaries.		Refer to records series 010467 and 010468, "Commissioner of Accounts Records."
<u>Warrants, Executed Arrest</u> This series documents the process through which a person is arrested and taken into custody.		Refer to type of ended case.
<b><i>Defunct Series</i></b> <u>Warrants, General District Court</u> Includes Appealed Misdemeanor and Traffic Infractions.		Refer to records series 010457, 010458 and 010459, "Cases, Ended Criminal (Misdemeanors)."
<u>Warrants, Unexecuted Arrest – Capital Murder Charges</u> This series consists of written orders of the court to arrest or summons an individual.	012040	Retain permanently in locality ( <i>Code of Virginia</i> , §19.2-76.1).
<u>Warrants, Unexecuted Arrest – Other</u> This series consists of written orders of the court to arrest or summons an individual.	012041	After receipt of petition from the Commonwealth Attorney, the circuit court shall order destruction of un-executed warrants ( <i>Code of Virginia</i> , §19.2-76.1).



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Wills, Original</u> This series documents filing with court instructing executor on disposition of real and personal property once individual has died.	012042	Retain permanently. If will has been microfilmed, original may be returned to the estate. Retain microfilm permanently.
<u>Will Books</u> This series documents recordation of wills, inventories, and appraisements. Refer to <i>Code of Virginia</i> , §17.1-231.	012043	Retain permanently.
<u>Witness Books or Lists</u> This series documents appearances of witnesses before court.	012044	Retain 3 years after last entry or until audited, whichever is longer, then destroy.
<u>Writings Partially Proved</u> This series consists of deeds and other instruments which have been only partially proved. Refer to <i>Code of Virginia</i> , §17.1-234, §55-111.	012045	Retain permanently.